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## MINUTES

### REGULAR MEETING OF THE HOUSING COMMISSION OF THE CITY OF ALAMEDA HELD WEDNESDAY, SEPTEMBER 21, 2005

The Commission was called to order at 7:07 p.m., with Chair King presiding.

#### PLEDGE OF ALLEGIANCE

#### 1. ROLL CALL

Present: Commissioner Gormley, Kurrasch, Tremain and Chair King.

Absent: Commissioner Rash, Robles-Wong, Trujillo.

#### 2. CONSENT CALENDAR

Commissioner Kurrasch moved to adopt the Consent Calendar. Commissioner Gormley seconded except for item 2-C which was removed for discussion. Motion carried unanimously. All items accepted or adopted are indicated with an asterisk.

\*2-A. Minutes of the Housing Commission Regular Meeting held August 17, 2005. Minutes were accepted.

\*2-B. Budget Variance Report. This report was accepted.

2-C. Corrected Schedule of Charges for Maintenance Services and Revised Utility Allowances. Chair King disagreed with the proposed amounts and recommended accepting the current amount then re-visit the charges in 2006. Since tenants were advised of the current amount in July 2005, she asked that the proposed amount not become effective until 2006. Executive Director Pucci explained that the utility allowances are proposed separately from the maintenance charges, and were not proposed on May 18, 2005.

Commissioner Kurrasch asked if two motions were needed. Mr. Pucci responded affirmative.

Chair King expressed her opinion that lockout services should not be charged for the ½ hour that the Housing Authority office is still open. Mr. Pucci explained the lockout charge is for after-hour call backs of maintenance staff because their day ends at 4:30pm. The charge is actual cost based on the union contract which is time and a half with a two hour minimum. There are only a handful of these types of lockouts per year. The Housing Authority is not required to provide this service, and an outside locksmith provides the service for \$80.00 per hour. He elaborated more on the details of a lockout.

Chair King expressed that this may be a burden on low and moderate income tenants. Mr. Pucci said tenants have a choice to call Housing Authority Maintenance or call a locksmith.

Commissioner Kurrasch asked if the tenants can have their own extra key for the locks. Mr. Pucci said tenants can come to the Housing Authority during business hours and get a key made for some locks for a nominal fee.

Chair King asked if the current amount on the utility allowances was quoted in May 2005. Mr. Pucci responded no, the utility allowances are separate from the

maintenance charges. This is the first time this year utility allowance changes are being brought to the Commission and tenants.

Commissioner Kurrasch moved to approve the corrected *Schedule of Charges for Maintenance Services*. Commissioner Gormley seconded. Motion approved with 3 ayes and one abstain (Chair).

Commissioner Kurrasch moved to approve the proposed utility allowances. Commissioner Tremain seconded. Motion carried unanimously.

\*2-D. Resolution Approving Contract with Employment Development Department. The Housing Commission adopted the resolution approving the contract with the State of California Employment Development Department and authorized the Executive Director to execute the contract for the State to provide the Authority with information necessary to determine applicant eligibility for housing assistance.

\*2-E. Revision of the Administrative Plan to Specify Document Retention Policies. The Administrative Plan was amended to specify that information pertaining to the family's participation in the Housing Choice voucher Program be retained in the participant's file.

### 3. AGENDA

3-A. Amending the House Rules Policy for Posting Items on Housing Authority Properties. Executive Director Pucci stated that, under the direction of the Housing Commission, staff prepared a policy. The policy also includes concerns from tenants brought up in July. Staff presented the policy to the Independence Plaza Resident Council. A discussion was also held with other Independence Plaza tenants. He asked for input on the policy.

Commissioner Gormley stated the policy is not specific enough, mainly the subjectivity of the determination of what; "must be in good taste and must not be demeaning or offensive". Mr. Pucci responded that this decision is made by the Housing Manager, and could be appealed to the Executive Director. If there is still an issue, it could be brought back to the Commission. The lease already states that tenants cannot decorate common areas without permission. We will not prevent tenants from decorating their door, unless something is outrageous or there are complaints.

The President of the Resident Council said the proposed policy contradicts what we say we will do and asked if he would have to have approval to decorate the Community Room for holidays. Mr. Pucci said usually decorations are recycled from year to year, so a box of decorations could be checked and approved by the Housing Manager. He said to go ahead and decorate and Norm, the Housing Manager, will check for compliance. If any complaints are made, the policy process will start.

A speaker asked if the Star of David could be posted. Mr. Pucci said there should be a balance of religious symbols for fairness or there may be a problem. A discussion followed about posting holiday decorations more than religious decorations.

Speaker Larry Caudle asked the Commission's opinion on the incident that started this process. Commissioner Tremain explained how she thought the process would work.

A discussion followed on the process.

Mr. Pucci clarified the policy states that you must get permission in advance, but for practical purposes let the Housing Manager know you want to decorate so he can check the decorations for compliance. Mr. Pucci said once approval is given by the Housing Manager and someone removes the decoration, it could be considered vandalism or theft. A discussion followed.

Commissioner Kurrasch moved to adopt the policy for posting notices with a revision in the last sentence; "...to post **or not to post**" and that it is inserted as an

amendment to the House Rules. Commissioner King seconded. Motioned carried unanimously.

Chair King asked that Housing Managers receive a copy of the policy and post on Housing Authority property.

- 3-B. Recommending Waiver of Procurement Policy. Mr. Pucci explained the Housing Authority went out to bid twice for proposals from playground equipment vendors on Eagle Village and Parrot Village with no response. It went out to bid again and vendors were too busy and there was no response. The Housing Authority would now like to call the vendors directly and negotiate prices and ideas.

Commissioner Kurrasch moved that based on the fact that the Housing Authority has sought competitive proposals twice for replacement of playground equipment at Eagle Village and Parrot Village and no proposals have been received, staff recommends that the Housing Commission recommend to the Board of Commissioners waiving the Housing Authority's Procurement Policy requiring competitive proposals for these projects. Commissioner Tremain seconded. Motion carried unanimously.

- 3-C. Discussion on Assisting Hurricane Katrina Victims. Mr. Pucci said HUD contacted housing authorities asking if they had vouchers available and if there were vacancies in public housing complexes. The Housing Authority responded that the waiting list was closed and the waiting list open is for 4 or 5 bedroom units at Esperanza and studio apartments at Anne B. Diamant Plaza. We have not heard back from HUD. HUD provided instruction on how to verify if people were tenants or Section 8 Voucher holders from the disaster area. There have been around five families asking for assistance, but could not be helped. If families come with a voucher, assistance could have been provided. He explained how other housing authorities are dealing with victims and their waiting list. He recommended not opening the waiting list until the numbers are reduced on the waiting list.

Commissioner Kurrasch concurred and discussed the situation. Mr. Pucci was surprised that HUD has not responded more quickly. He is hoping more aid will be forthcoming. Until HUD gives further instructions with funding attached, he couldn't recommend doing any more than is being done.

Chair King agreed that it is too early to determine until HUD provides clear information and direction.

Speaker Michael Torrey asked if the City Manager has communicated with FEMA. Mr. Pucci replied no.

Speaker Larry Caudle asked if any private donations would help the Housing Authority help more people. Mr. Pucci responded no, funds are going to areas most affected.

Funds may follow if people migrate to the Bay Area to relocate. We are currently in the process of helping eight Section 8 families who lost their housing due to a fire on Santa Clara Street.

Commissioner Tremain agreed that people on our waiting list may have been through similar catastrophic events and are just as in need.

Chair King recommended it is too early to determine the financial impact and we shouldn't open the waiting list unless HUD directs the Housing Authority to do so with funding included. Mr. Pucci said this direction will be followed on how to respond to this catastrophe.

#### 4. ORAL COMMUNICATIONS

Speaker Michael Torrey made an announcement of a NAHRO conference at Lake Tahoe in November.

#### 5. COMMISSIONER COMMUNICATIONS

*Dedicated to Excellence, Committed to Service.*

Chair King reminded the Commission to vote for NAHRO officers.

Commissioner Tremain thanked guests for attending her dinner party and for their feedback and flexibility.

Commissioner Gormley completed CERT course.

Chair King asked about a tour of The Breakers at Bayport. Mr. Pucci said an off-agenda would go out. Advertisements for application will be starting on September 23, 2005.

Speaker Larry Caudle expressed his concern about building maintenance. Mr. Pucci explained the process of building maintenance and how work orders are prioritized.

6. ADJOURNMENT

There being no further discussion, Chair King adjourned the meeting at 8:18 p.m.

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Garnetta King, Chair

Attest:

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Michael T. Pucci  
Executive Director / Secretary